

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter IV Queries and Reports
	Section 3 Reports - Calendar Events

This procedure describes the steps in which to print a Calendar Events report. This report provides a list of all scheduled events for both bankruptcy main and adversary cases. The user selects the criteria in which to run this report.

STEP 1 Select **Reports** from the main menu.

STEP 2 The **Reports Events** screen will display.

- ◆ Click **Calendar Events** and the following report options will display.
- ◆ For our example, a report will be run for a selected *judge*, *all hearings*, *office* and *using the calendar button select the date range*. Click **Run Report**.

- ◆ **Case Number** - Enter the complete **Case Number** to obtain a report for a specific case. This is not a required field, the default is blank; leaving it blank will produce a report for all cases for other selected criteria.
- ◆ **Judge** - Scroll through the list to select and highlight the **Judge**, if desired. The default is blank, which means a report will include cases for all judges if none is specified. Select more than one judge by holding down the Ctrl key and clicking on additional judge names.

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- ◆ **Office** - The user must select and highlight an **Office**. Select more than one office by holding down the **Ctrl** key and clicking on additional offices.
- ◆ **Calendar Events** - The default is All Hearings. Other categories may be selected by scrolling through the list and highlighting a desired event. Select more than one event by holding down the Ctrl key and clicking on additional event names.
- ◆ **Set** - The **Set** field defaults to the current date or next working day. Enter the desired day or date range (can be past or future dates). Select **Both, AM or PM** and enter a **Time** if desired (default is blank and is not required). Leaving the time blank will result in a report containing all events, regardless of time, on the specific date selected.
- ◆ **Sort by** - The **Sort** field allows the report to be sorted by **Time**, or by **Office and Time**.
- ◆ Click **Run Report** or **Clear** to default to system's

STEP 3 The **Calendar Events Report** screen will display.

Calendar Events Set For 1/4/2005-2/4/2005

Judge Robert A Mark, Presiding

01/04/2005
09:30 AM

[04-10148-RAM Buzz Light Year Cafe](#) Chapter: 11

Noemi Sanabria representing Buzz Light Year Cafe (Debtor)
(no aty) representing Office of the US Trustee (U.S. Trustee)

● (Re: [12] Amended Meeting of Creditors 11 & 12) Meeting of Creditors to be Held on 1/4/2005 at 09:30 AM at Room 102, Claude Pepper Federal Bldg. Proofs of Claim due by 4/4/2005.

- ◆ The case number is a hyperlink to the docket. Viewing the docket requires a PACER login for access.

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- ◆ Clicking on the silver ball next to the docket entry will display a Related Proceedings Report, which identifies any docket event(s) linked to this event. For our example, document 13 is related to document 12. Clicking on the document 12 hyperlink will provide the PDF image via a PACER login for access.

Related Proceedings Report		
Case Number: 4-10148 Buzz Light Year Cafe (docket entries only)		
Filing Date	#	Docket Text
11/19/2004	13	(Re: [12] Amended Meeting of Creditors 11 & 12) Meeting of Creditors to be Held on 1/4/2005 at 09:30 AM at Room 102, Claude Pepper Federal Bldg. Proofs of Claim due by 4/4/2005. (USBC, NS)
Related Proceedings:		
Filing Date	#	Docket Text
11/19/2004	12	(Re: [11] Meeting of Creditors Chapter 11) Meeting of Creditors to be Held on 1/4/2005 at 10:00 AM at Room 102, Claude Pepper Federal Bldg. Proofs of Claim due by 4/4/2005. (USBC, NS)
Calendar Text: RE: Doc #13; Amended Meeting of Creditors 11 & 12		